

DWELLING PLACE OF GRAND RAPIDS  
CEO SUCCESSION PLANNING COMMITTEE  
UNAPPROVED MINUTES  
June 24, 2021

**MEMBERS PRESENT** Annamarie Buller, Juan Daniel Castro, Rich Kogelschatz, Rick Stevens

**MEMBERS ABSENT** Gil Segovia, Renee Williams

**GUESTS PRESENT** Zoe Post

The meeting convened via video conference at 11:03 AM.

**APPROVAL OF MINUTES** **Minutes of the March 25, 2021 meeting were approved by motion of Annamarie Buller, supported by Rick Stevens and carried unanimously.**

**ONBOARDING** Mr. Kogelschatz reviewed the CEO orientation toolkit and onboarding schedule for Mr. DeRoo. This will include a 90-day and 6-month check-in to establish CEO goals for the next year. As the current strategic plan is set to expire in 2022, the board will also discuss development of a new strategic plan with Mr. DeRoo during these check-ins. The committee suggested continued regular meetings between the new CEO and current Board Chair throughout the process to ensure effective communication and information sharing.

**CEO INTRODUCTION TO STAFF** The committee also discussed how to best address some concerns from staff regarding staff involvement in the hiring process. Mr. Kogelschatz will lead a conversation at a July management staff meeting to explain the process; Mr. Castro, Ms. Buller, and Mr. Stevens will attend as well to thank staff for their role in the organization and hiring process, and to answer questions.

**OTHER BUSINESS** The committee will work with Mr. DeRoo to find an appropriate executive coach and strategic planning firm.

**ADJOURNMENT** The CEO Succession Planning Committee adjourned at 12:08 PM.